

The responsibilities of Records Management are as demanding as your achievements have been far reaching. I consider Records Management to be an important and rewarding profession.

I feel certain our Historians, meeting here with us today, appreciate the value of good records systems in each component. It is this interaction in both the Records Program and the Historical Program that prompted this meeting. In the coming world of automation the interaction of various records systems will become even more sensitive and more acute.

It has been said that those who don't know their own history are condemned to repeat it. We propose to evade this punishment by providing for Archival and Historical Programs.

Our Agency is young. We have now reached the legal age of 21. But at this tender age we have already created some 5,000 cubic feet of records that are designated as "Archives."

Perhaps, in the past, too many people interpreted our Records Control Schedules only as a negative approach, primarily aimed at throwing old files away.

We hope to change that reasoning to a positive approach. We need to identify the records we should retain. This will improve our Historical and Archival collections. Also, it will permit revision of our Schedules and will provide for greater disposal of unnecessary papers.

To create and implement a positive Records Retention Plan will require coordinated cooperation in every component. Decisions will be required to answer such questions as: What records are worth retaining? What records

have historical value? Who is responsible for specific types of Agency records? Who will maintain certain Project and Case files? What component is the "Office of Record" for certain files the Agency is legally required to retain to document its policies, procedures, and accomplishments.

I expect that you will hear more about the value and importance of selective records retention this afternoon. Your Program speakers are well qualified in this area.

We are fortunate to have with us the newly appointed Archivist of the United States. Only last week he was appointed to replace Dr. Bahmer, an old friend of the Agency who generously helped us on several occasions before his retirement.

Dr. Rhoades is not new to the National Archives and Records Service in GS1. He joined them in 1952 and has served in many capacities there. Dr. Rhoades is an Administrator as well as an Archivist and appreciates the several problems we face in the theme of our conference today.

He is a native of Sioux City, Iowa and a graduate of the University of California at Berkeley. This, of course, was in the pre-hippy days of 1950 and 52. He obtained his Doctorate a few years ago at the more sedate campus of The American University.

It is with pleasure that I introduce to you Dr. James B. Rhoades, Archivist of the United States.

Tuesday, 7 May 1968, 1 pm
Headquarters Auditorium

RECORDS ADMINISTRATION PROGRAM

Spring Conference for Records Officers and Historians

THEME: Archives, History, Vital Records, and Records Retention Plans.

Proposed Remarks by Mr. Bannerman:

These semi-annual Conferences, by our Records Administration Program, serve as an excellent vehicle to concentrate many minds onto a specific records problem.

Your Conference last Fall contributed to several recommendations sent to me concerning our Records Storage problem.

I regret I was unable to take part in that Conference last October because of other commitments, but I was very concerned with the Records Storage problem you examined there.

I am interested in the "Total" approach to our Records Administration Program. I am equally concerned with each of its sub-Programs aimed to reduce Records Creation, to improve Files Maintenance, and to control the Disposition of Agency records.

I wholeheartedly support this Records Program and I sincerely solicit support from other segments of Agency Management.

My interest is not based solely on the requirements of the Program's but rather is the active interest of a Public Administrator who appreciates the benefits of good records that result from good procedures.